

DAS-PROCUREMENT (1152) BUDGET

DEPT: DAS-Procurement

UNIT NO. 1152
FUND: General - 0001

Budget Summary

Category	2012 Budget	2012 Actual	2013 Budget	2014 Budget	2014/2013 Variance
Expenditures					
Personnel Costs	\$822,084	\$617,695	\$892,943	\$821,372	(\$71,571)
Operation Costs	\$24,930	\$53,696	\$22,680	\$49,480	\$26,800
Debt & Depreciation	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Interdept. Charges	\$68,444	\$75,124	\$76,045	\$77,723	\$1,678
Total Expenditures	\$915,458	\$746,515	\$991,668	\$948,575	(\$43,093)
Revenues					
Direct Revenue	\$0	\$0	\$0	\$0	\$0
Intergov Revenue	\$0	\$0	\$0	\$0	\$0
Indirect Revenue	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$0	\$0	\$0	\$0	\$0
Tax Levy	\$915,458	\$746,515	\$991,668	\$948,575	(\$43,093)
Personnel					
Full-Time Pos. (FTE)	7.5	7.5	7	7	0
Seas/Hourly/Pool Pos.	0	0	0	0	0
Overtime \$	\$0	\$0	\$0	\$0	\$0

Department Mission: The Procurement Division of the Department of Administrative Services, within the scope of Chapter 32, Milwaukee County Ordinances, shall obtain goods and services for Milwaukee County departments, agencies, and institutions in a manner that enhances the quality of life in Milwaukee County and fully utilizes all segments of the business community.

Department Description: DAS-Procurement includes three sections: the Commodities section sets up bids, process requisitions for major purchases, addresses bid protests, and works with County departments and vendors to obtain price agreements, inclusive of efforts of Community Business development Partners. Administration provides leadership, management services, and policy direction for Procurement operations, works with County departments and local governments on utilizing collaborative partnerships, and provides assistance to County departments with RFPs and major purchases of goods and services. The Contracts section provides a central location and resource in concert with Corporation Counsel, providing training, best practice implementation, process development and standards for the negotiation of all contracts and leases.

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Strategic Program Area 1: Procurement

Service Provision: Administrative

Strategic Outcome: High Quality, Responsive Services

What We Do: Activity Data			
Activity	2012 Actual	2013 Budget	2014 Budget
# of Active Price Agreements	Will track in 2014	Will track in 2014	Will track in 2014
# of Requisitions processed to Purchase Orders per Month	Will track in 2014	Will track in 2014	Will track in 2014
# of Sealed Bids	Will track in 2014	Will track in 2014	Will track in 2014

How We Do It: Program Budget Summary					
Category	2012 Budget	2012 Actual	2013 Budget	2014 Budget	2014/2013 Var
Expenditures	\$915,458	\$746,515	\$991,668	\$948,575	(\$43,093)
Revenues	\$0	\$0	\$0	\$0	\$0
Tax Levy	\$915,458	\$746,515	\$991,668	\$948,575	(\$43,093)
FTE Positions		7.5	7	7	0

How Well We Do It: Performance Measures			
Performance Measure	2012 Actual	2013 Budget	2014 Budget
# of Vendors Participating in Sealed Bids (% Increase over prior year)	Data not currently available	Data not currently available	Data not currently available
DBE/SBE Participation as a % of total Procurement dollars spent	Reported by CBDP	Reported by CBDP	Reported by CBDP
Time required to process an RX into a purchase order (PC)	Data not currently available	Data not currently available	Data not currently available

Strategic Implementation:

The 2014 tax levy decreases by \$43,093 due to a reduction in expenditures. Personnel costs decrease by \$71,571, which is partially offset by an increase in operating costs of \$26,800. This increase is related to short-term personnel services and software licensing fees.

While overall staffing remains the same as 2013, 1.0 FTE Purchasing Administrator, a mid-level management position, is abolished and 1.0 FTE Contracts Administrator is created. This position will work with the Commodities section to enhance the bidding and RFP processes, and will also assist with the research, sourcing, and implementation of a comprehensive contract management system, to include contract development, execution, and monitoring.

Tracking for the Activity Data and Performance Measures indicated above will begin in 2014.

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DAS-Procurement Budgeted Positions				
Title Code	2013 Budget	2014 Budget	2014/2013 Variance	Explanation
Admin Spec - Procurement	1	1	0	
Buyer 2	2	2	0	
Contracts Administrator	1	2	1	Create
Procurement Director	1	1	0	
Purchasing Administrator	1	0	-1	Abolish
Purchasing Manager	1	1	0	
Salary Adjustment	0.5	0	-0.5	
TOTAL	7.5	7	-0.5	

Legacy Health Care and Pension Expenditures				
2012 Budget	2012 Actual	2013 Budget	2014 Budget	2014/2013 Variance
\$105,827	\$122,727	\$128,624	\$164,710	\$36,086